

New Student – Intake Paperwork

Intake paperwork is only accepted after you have submitted your admissions application to Bates. See Step 1 of our [Steps to Enrollment](#) for more information.

If you are not ready to submit an admissions application, please see our “Prospective Students” section below.

If you have not applied for [GI Bill® or Related Benefits](#) through VA, please visit the Bates [Veterans Affairs Benefits](#) webpage for information on different education benefits available to you, and how you can submit your application to the VA.

Applications sent to the VA can take about 30 days to process. It can take an additional 30 days for the VA to process your quarterly benefits once the school is able to process your Quarterly Certification Request Form.

If you are reaching out within 60 days of the start of the quarter, please budget accordingly or visit the Bates [Apply for Financial Aid](#) webpage.

Before utilizing your benefits at Bates, you will need to submit the following items.

- Your Certificate of Eligibility (COE) for your VA [Education and Training Benefits](#) program, or the contact information for your [Chapter 31 VR&E](#) Counselor.
If approved, you will receive a **Certificate of Eligibility** (COE) or you will be assigned a VR&E counselor.
To receive a reprint of your COE, call 1-888-GIBILL-1 (1-888-442-4551).
You may be able to access proof of VA Education Benefits eligibility from your eBenefits account on ebenfits.va.gov and submit a screen capture to vabenefits@batestech.edu.
- Joint Service Transcript (JST) if you are a veteran.
All prior transcripts, even if VA did not pay for your prior classes.
Please see the “Transcripts” section below for clarification on whether you should submit unofficial transcripts to the Bates SCO, or if you should send official transcripts to the [Registration Office](#).
- DD-214 (member 4) for CH 33 veterans or CH 35 sponsors.
- [GI Bill® Student Intake Form](#)
You will use the information on your COE to complete the Intake Form.
- [Veterans Student Agreement Form](#)
- [Quarterly Certification Request Form](#)
Complete the Quarterly Certification Request form only **AFTER** you are officially enrolled in your classes for the quarter.
You can find your class schedule by logging into [ctcLink](#), click Student Homepage, Manage Classes, and View My Classes.
This form will need to be submitted at least once every quarter. If ANY change in enrollment occurs, you must submit an updated Certification Request form.

Submitting Documents

Please submit a copy of your COE (or provide your VR&E counselor's contact information), veteran's [DD-214](#) (member 4), and other documents to vabenefits@batestech.edu.

You can also submit your documents in-person at our Financial Aid Office locations during our [hours of operation](#).

Please also review the [VA Student Handbook](#),

Transcripts – Transfer Credits

If you have attempted college credit classes at any other institution, you will need to submit unofficial transcripts from ALL of your prior institutions to vabenefits@batestech.edu.

If any classes might reduce the length of your program, you will need to submit your official transcripts to the Registration Office and submit a form so your transcripts can be evaluated. Evaluating official transcripts can take **up to 4 weeks**, so please submit them as soon as possible.

Please see STEP 4 of the [Transfer Student](#) webpage for details. **Be sure to submit a [Request for Credit Evaluation Form](#), or your transcript will not be evaluated.**

You can [request an official JST](#) and have a digital file emailed directly to Registration@batestech.edu.

If you have any questions about transcripts, please contact our Transcript Evaluator, Angie Henderson, at 253.680.7046 or ahenderson@batestech.edu.

Once your transcripts have been evaluated, submit the results to VAbenefits@batestech.edu.